

Aoyama, Joyce

From: Aoyama, Joyce
Sent: Wednesday, May 07, 2014 1:43 PM
To: Sturman, Mary
Subject: RE: In-house destruction

Mary,

As with the SF135s, the In-House Destruction forms are for 1 records series. We generally leave the details for the Versatile box and leave just a brief title of the collection with the VE box # to reference. I can send another template if you would like. My guidance would be to put one entry for Grants 1003b and another form with 2 entries, Alaska NPS and TMDL Extramural Funding, etc. Please let me know if you have questions.

Thank you,

Joyce Aoyama
Regional Records Manager
ASRC Primus Solutions
U.S. EPA-Region 10, CON-078
(206) 553-2595 voice; (206) 553-0714 fax

From: Sturman, Mary
Sent: Wednesday, May 07, 2014 9:30 AM
To: Aoyama, Joyce
Subject: In-house destruction

Joyce –

I'm in the process of getting signatures on the form – please check to make sure I've done everything correctly. Thanks!

Mary Sturman

U.S. EPA, Region 10
OWW Drinking Water Unit
1200 Sixth Ave., Ste. 900, M/S OWW-136
Seattle, WA 98101-3140
206-553-1423
sturman.mary@epa.gov